

# Naropa

UNIVERSITY

## Undergraduate Missed Orientation Procedures Spring 2010

If you are late for Orientation, or missing Orientation, you need to:

FIRST: email [admissions@naropa.edu](mailto:admissions@naropa.edu) AND [sluther@naropa.edu](mailto:sluther@naropa.edu); AND your advisor

**Have you checked-in, received your folder, the final schedule and catalog? If not, you must:**

- Check-in with ADMISSIONS OFFICE (Administration Building) and pick up:
  - The Orientation Folder
  - A catalog
  - Download the Orientation Schedule from the website
    - Questions? Contact: [admissions@naropa.edu](mailto:admissions@naropa.edu) or 303-245-3572

**Have you received your ID, Bus Pass, Email Login and Student Handbook and information about the Meal Plan? If not, you must:**

- Go to STUDENT AFFAIRS (Administration Building) and get these items:
  - Questions? Contact Tashi Browder: [tashi@naropa.edu](mailto:tashi@naropa.edu) or 303-546-3562

**Have you received your Web Registration info, lined up Financial Aid and paid your bill? If not, you must:**

- Go to STUDENT ADMINISTRATIVE SERVICES (Administration Building) for:
  - REGISTRATION: web registration log-in and instructions for registering: [webreg.naropa.edu](http://webreg.naropa.edu)
  - FINANCIAL AID: if you have financial aid questions or issues: [finaid@naropa.edu](mailto:finaid@naropa.edu)
  - TUITION CASHIER: if you have not yet paid your bill (last date to pay all tuition and fees January 4, 2010) email: [tuition@naropa.edu](mailto:tuition@naropa.edu)

**Please be aware that if you arrive late for Orientation, or miss Orientation, you may lose priority Registration status.**

- Check with UNDERGRADUATE STUDENT ADVISING in Chestnut House and speak with your advisor (as listed on your orientation folder) to check your status.
  - It is critical that you become familiar with the curriculum by reading the Naropa University Course Catalog.
    - Questions? Contact: Wendy Levin at [wendyl@naropa.edu](mailto:wendyl@naropa.edu) or 303-245-4699

**Did you receive a work-study award as part of your financial aid package?**

- Go to HUMAN RESOURCES (Administration Building):
  - Pick-up a Work-study Handbook
  - Check out the available work-study positions
    - Questions? Contact Human Resources: [benefits@naropa.edu](mailto:benefits@naropa.edu) or 303-245-4700

*Please note that classes begin on January 11, 2010, and it is your responsibility to know which classes you are attending, where the rooms are located and, to arrive for these on time.*

**Note: Due to time and technology constraints: under no circumstance shall a student register early.**